

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - May 13, 2013

<u>HR</u> <u>210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening</u> <u>Date</u>	<u>FY 2013 Salary</u>
General Support Services					
3214	Human Resources	Receptionist	NEW	5/13/2013	\$ 10.51
3289	Motor Pool	Fleet Mechanic		3/4/2013	\$ 16.80
Department of Planning and Economic Development					
3300	Administration	Grant Writer Supervisor		4/8/2013	\$ 57,270.00
Department of Health and Human Services					
3163	Behavioral Health	Behavioral Health Therapist	Re-Advertised	5/13/2013	\$ 51,883.00
3336	Behavioral Health	Counselor Specialist	NEW	5/13/2013	\$ 19.49
3232	Community Health Services	Community Health Representative		3/25/2013	\$ 13.79
3290	Health Transportation Services - Site: San Simon	Program Coordinator		4/8/2013	\$ 40,531.00
3309	Health Transportation Services - Site: San Simon	Transit Driver		3/25/2013	\$ 12.81
3282	Health Transportation Services - Site: San Simon	Transit Driver		4/8/2013	\$ 12.81
3318	Health Transportation Services - Site: Ak Chin	Transit Driver		4/8/2013	\$ 12.81
3313	Health Transportation Services - Site: Sells	Transit Driver		4/29/2013	\$ 12.81
3335	Health Transportation Services - Site: Sells	Transit Driver		4/29/2013	\$ 12.81
3292	Senior Services	Cook Aide		4/15/2013	\$ 8.84
Department of Education					
3295	Administration	Administrative Assistant	CR, CL - NEW	5/13/2013	\$ 14.49
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3245	Early Childhood - Site: Sells	Teacher Aide		4/1/2013	\$ 11.32
3311	Early Childhood - Site: Sells	Teacher Aide		4/29/2013	\$ 11.32
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3009	Johnson O'Malley	Program Coordinator (Part-Time)	Re-Advertised	5/13/2013	\$ 19.49
3080	Recreation - Site: Hickiwan	Office Specialist	CR, CL	5/6/2013	\$ 12.49
3248	Recreation - Site: Hickiwan	Recreation Specialist		1/28/2013	\$ 12.49
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3177	Recreation - Site: Pisinemo	Recreation Program Coordinator		12/3/2012	\$ 20.47
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
Department of Natural Resources					
3296	Administration	Natural Resources Technician		3/25/2013	\$ 20.47
3326	Cultural Center & Museum	Security Guard		4/29/2013	\$ 12.49
3332	Solid Waste Management	Receptionist	NEW	5/13/2013	\$ 10.51
3176	Tribal Herd	Ranch Worker		4/22/2013	\$ 13.79
Department of Water Resources					
3184	Water Resources	Hydrology Technician	CL	2/25/2013	\$ 22.05
Department of Public Safety					
3304	Law Enforcement	Custodial/Grounds Worker		3/25/2013	\$ 10.77

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Position: In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

3214

JOB ANNOUNCEMENT

JOB TITLE: RECEPTIONIST
SALARY: \$10.51 PER HOUR, PLUS BENEFITS

OPENING DATE: May 13, 2013

CLOSING DATE: May 24, 2013

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Human Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provide customer services answering a multi-line switchboard; route and screens calls; and monitors visitor access. Receives and sorts outgoing/incoming mail, delivers facsimiles.

SCOPE OF WORK: The Human Resources Office evaluates the human resource needs of the Executive Branch in accordance with EXECUTIVE ORDER No 99-01, ESTABLISHING PERSONNEL POLICIES FOR THE EXECUTIVE BRANCH OF THE TOHONO O'ODHAM NATION.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months experience in customer service.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

3163

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **BEHAVIORAL HEALTH THERAPIST**
SALARY: **\$51,883.00, PLUS BENEFITS**

OPENING DATE: **May 13, 2013**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Exempt

DEPARTMENT: Health & Human Services/**Behavioral Health** JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under limited supervision, provides support, information, collaboration, and guidance to staff, consumers, and non-tribal affiliated entities regarding case management of clients, policy, application, program development, resource availability and utilization, aftercare services program contacts and utilization.

MINIMUM QUALIFICATIONS:

- Master's Degree in Counseling, Psychology, or closely related field and one year work experience in a behavioral health related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be Licensed Professional Counselor or Licensed Clinical Social Worker or Licensed Independent Substance Abuse Counselor in the State of Arizona.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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3336

JOB ANNOUNCEMENT

JOB TITLE: COUNSELOR SPECIALIST
SALARY: \$19.49 PER HOUR, PLUS BENEFITS

OPENING DATE: May 13, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides counseling services to individuals and groups with mental health, alcohol/substance abuse and related behavioral issues using established protocols.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Counseling or closely related field and three years' work experience in behavioral health related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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3295

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: \$14.49 PER HOUR, PLUS BENEFITS

OPENING DATE: May 13, 2013

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Administration

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: The Education Administration Office is the administrative office for the Tohono O'odham Nation Department of Education. The department is the administrative oversight for the tribal education programs; and provides educational and support services for the Nation's membership from birth to adulthood.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 40 words per minute and demonstrate 60% proficiency in grammar, spelling and math.

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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **PROGRAM COORDINATOR**
SALARY: **\$19.49 PER HOUR, PLUS BENEFITS**

OPENING DATE: **May 13, 2013**

CLOSING DATE: **May 24, 2013**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Part-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Johnson O'Malley**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, plans, organizes and coordinates activities of an assigned program area.

SCOPE OF WORK: Supplemental funding for eligible Native American Students attending Indian Oasis Baboquivari Unified School District #40, Gila Bend Unified School District and the Division of Early Childhood Development.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or closely related field and four years' work experience in management of a program, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year supervisory experience.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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3332

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JOB ANNOUNCEMENT

JOB TITLE: RECEPTIONIST
SALARY: \$10.51 PER HOUR, PLUS BENEFITS

OPENING DATE: May 13, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: NR/Solid Waste Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provide customer services answering a multi-line switchboard; route and screens calls; and monitors visitor access. Receives and sorts outgoing/incoming mail, delivers facsimiles.

SCOPE OF WORK: To collect, recycle and dispose of solid waste from residential, commercial and construction sources and provide heavy equipment services.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months experience in customer service.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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